

Appendix C | Information emails to participants

Dear

A few weeks ago, you let us know that you were interested in taking part in the hackathon on Artificial Intelligence, which takes place on <...>. We are pleased to invite you to sign up with your team and to take up the challenge together.

Please complete and return the attached Excel sheet to us as soon as possible, **but no later than** <...>. We have space for a maximum of <...> teams. Enrolments will be confirmed in the order of registration.

Hackathon on AI in higher education - Preparatory module

Throughout the hackathon, you will work with your team to create an AI solution for a case relating to higher education, which we will unveil at the start of the hackathon.

You will work with your team to think about the approach to the problem and design a proof of concept: A prototype whose functionality can be demonstrated convincingly. We use the following software to do this:

- Python 3.8 (pip3 install package manager)
- Keras
- TensorFlow 2
- PyTorch 1.8.1
- Scikit-learn

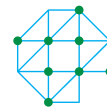
You will be supported by Jedis throughout the hackathon: Jedis are experts who are experienced in the software used, and can help you to take the first steps towards achieving your idea.

On <...>, the teams will give a pitch explaining their idea and proof of concept, briefly reflecting on the choices they have made and the ethical considerations of their AI application. The pitches will be heard by a jury of experts who will select a winner.

Composition of the team

The hackathon is aimed at lecturers, students and other stakeholders in the higher education sector. Teams will preferably consist of 6 to 8 people. Our advice is to fill the places on the team with people offering distinct types of expertise. You should, however, ensure that:

- At least one team participant has some affinity with and expertise in teaching or instructional design.
- At least one participant has some affinity with digital application development.



Preparing for the hackathon

Although prior knowledge of Artificial Intelligence is not needed to participate in the hackathon, participants should be familiar with some basic principles. We therefore offer the following preparation resources that will allow you to deepen your knowledge of the subject matter before taking part in the hackathon. It will take about three hours to complete the entire module. If you already have experience with AI, you will only need to study the parts that are necessary for the hackathon, which requires a time investment of about 40 minutes.

The link to the preparation module will be shared after registration.

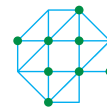
Practical matters

- The hackathon will take place online at <...>. It is important that as many participants as possible can attend within these times.
- Because we will continue to work late into the evening, we will be offering a 'pizza budget' to the participating teams. Each team will be able to submit an expense claim for a maximum <...> of one meal of your own choosing for each participant.
- Part of the programme is still in development. It is therefore conceivable that there will be some minor changes to the above information. We will inform the teams that have registered of this where necessary. Further information on participation in the hackathon, such as the link to the plenary session, will follow in the coming weeks.

We look forward to welcoming your team. If you have any questions about the above, please let us know in a reply to this email.

On behalf of the organisers,

<...>



Dear participant of the hackathon on AI in higher education,

The Hackathon on AI in higher education will take place <...>. We now have <...> teams signed up, and we look forward to collaborating with you!

We think it is important to mention in advance that we see the hackathon as a learning journey, where the route you take is more important than the destination, and the outcome is secondary to the creative process and collaboration within the team.

In this email, we will discuss how to prepare and other practical matters.

Preparation module

To participate, you must have some prior knowledge of the background of AI and the possibilities it opens up. We therefore offer the following preparation resources that will allow you to deepen your knowledge of the subject matter before taking part in the hackathon. It will take about three hours to complete the entire module (the optional route in the diagram). If you already have experience with AI, you will only need to study the components that are necessary for the hackathon, which requires a time investment of about 40 minutes (the *mandatory route* in the diagram).

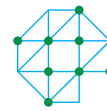
You should pay special attention to our last resource: the world-wide-web AI-safari. This website by expert Rob van der Willigen presents many different examples of the practical digital applications that AI components can be used for. [Study the module by following this link.](#)

Support

As we have already mentioned in previous correspondence, the teams can get help from Jedis throughout the hackathon: Jedis are experts who will help you with the technical implementation of the proof of concept. During the enrolment, it was found that there are teams that may have less experience with educational processes, and so 'education jedis' will also be on hand to help out.

Online collaboration

We will be sending a link next week which you can use to join the <...> online plenary sessions of the hackathon. **We are also asking the teams to create their own digital meeting and collaboration space, and to share the access link to this space at least one day before the hackathon starts. The best way to do this is simply to reply to this email.** This access link will give us the opportunity to assign the Jedis, hosts and communication colleagues to the teams to support the process and to retrieve impressions and results.



Pizza budget and expense claims

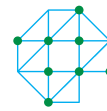
Because we will be working late into the evening, we will be offering all participants a 'pizza budget'. Each team will be able to submit an expense claim for a maximum of €<...> for each participant for a meal of your or their own choosing. Before the hackathon, the designated contacts within the teams will receive an expense claim number that must be used to claim the expenses **for the entire team**.

And finally

We look forward to collaborating with you, and we wish you every success in preparing for the hackathon. This should be all you need to know for now, but if you have any questions, please let us know in a reply to this email.

The project team

<...>



Hackathon on AI in higher education - Preparatory module

On <...>, <...> will be organising the Hackathon on AI in higher education. Teams of lecturers, students and other stakeholders will take up the challenge together to devise an AI solution for a case study relating to higher education that will be presented at the start of the hackathon.

Throughout the programme, the teams work together on their solution to the problem presented, resulting in a working proof of concept. They will be assisted by our experienced Jedis, who will support the teams with matters relating to design and programming. At the close of the programme, the teams will present their chosen solution and their proof of concept, and reflect on how their design provides assurances in relation to the theme of inclusiveness. The presentations will be evaluated by a jury of experts who will select a winner.

The winning team will have the opportunity to pitch their idea to the business partners of the Dutch AI Coalition. Once the hackathon is over, all the other teams will have a detailed and professionally visualised concept of their idea.

Purpose and target group

The aim of this hackathon is to enable lecturers, students and other stakeholders to actively learn about the practical application of AI in higher education, and the challenges that come with it. For participants with little experience of the subject of AI, a brief introduction module is offered so that they can attain the basic level required to participate in the hackathon. In order to bring the assignment to a successful conclusion, it is important that the places on the teams are filled with participants who have some affinity with teaching or instructional design as well as participants who have some affinity with digital application development.

Practical matters

The hackathon will take place online at <...>. In addition, the teams will be free to use the Thursday evening to further elaborate their solution. A *pizza budget* will be available for these groups. Interested? If so, form a team of six to eight people and enrol!